



U.S. Department
of Transportation
**Federal Transit
Administration**

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REGION 10 BULLETIN NO: 07-54

SUBJECT: Civil Rights attachments in the TEAM system

PROGRAM AREA: Grants and Civil rights

DATE: November 28, 2007

During the past year we started a process of asking each grantee to attach their Civil Rights programs, goals and reports into the TEAM system. Please refer to Bulletin 07-05 on the Region 10 website at www.fta.dot.gov. We would like to thank all of you for your cooperation on this task. This process greatly facilitated our ability to process your grant applications. As many of you know we occasionally have a Civil Rights Officer in another region approve your grants and these attachments helped tremendously in processing your grants.

The purpose of this Bulletin is to standardize the attachment titles in TEAM. The attaching process works best if only alpha/numeric symbols are used. This means you should refrain from using dashes, periods, slashes and special symbols.

Below is the nomenclature we are asking you to use in these attachments. Note that the numbers displayed below are for discussion purposes only and would not be included in the attachment title.

- A. Disadvantaged Business Enterprise. Below we are displaying the attachments as if 3 years worth of data was already attached in TEAM. We are not asking you to go back and attach old documents, this is for display purposes only.

Only those grantees who will incur more than \$250,000 of FTA funds in prime contracts in a federal fiscal year, exclusive of transit vehicle purchases, must submit a program and an annual goal. The program is a one-time submission and does not expire. Many of our grantees submitted DBE Programs in 1999 when TEA21 was passed. Only new grantees or grantees revising their programs need to attach the programs in TEAM, see item 1 below. If DBE applies to you, an annual goal must be submitted to FTA by August 1 of each year and should be attached in TEAM, see items 2 – 4 below.

Each grantee meeting the DBE criteria must submit a semi-annual report for the six month period ending March 31 and another report ending September 30 of each federal fiscal year. These reports are due 2 months after the end of each reporting period, see items 5-10 below.

Bulletin: NCST Requests for Proposals for Demonstration Grants

1. DBE Program (Submittal date for New or Revised **only**) April 1 2006 (as an example only)
2. DBE 2006 Goal due to FTA Aug 1 2005
3. DBE 2007 Goal due to FTA Aug 1 2006
4. DBE 2008 Goal due to FTA Aug 1 2007
5. DBE 2006 Semiannual Report due Jun 1 2006
6. DBE 2006 Semiannual Report due Dec 1 2006
7. DBE 2007 Semiannual Report due Jun 1 2007
8. DBE 2007 Semiannual Report due Dec 1 2007
9. DBE 2008 Semiannual Report due Jun 1 2008
10. DBE 2008 Semiannual Report due Dec 1 2008

B. Equal Employment Opportunity. Every Grantee who employs 50 or more transit-related employees, AND if the grantee received more than \$1 million in capital or operating assistance or more than \$250,000 in planning assistance must submit an EEO program. The program must be submitted every 3 years and attached in TEAM, see item 1 below. The program due date varies by date of original submission. The Program update is due 30 days prior to the expiration date.

1. EEO Program Oct 1 2005 to Sep 30 2008

C. Title VI. Every grantee is required to submit a Title VI program every 3 years. The program due date varies by date of original submission and should be attached in TEAM, see item 1 below. Every three years the program update is due 30 days prior to the expiration date.

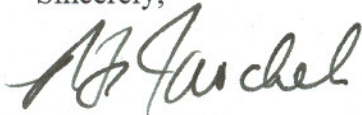
1. Title VI Program Oct 1 2005 to Sep 30 2008

D. If for any reason any document above cannot be attached as one document, please describe as we have below, as an example:

1. Title VI Program **Part 1** Oct 1 2005 to Sep 30 2008
2. Title VI Program **Part 2** Oct 1 2005 to Sep 30 2008

If you have questions, please contact your FTA area representative. Thank you for your cooperation on this issue.

Sincerely,



R. F. Krochalis
Regional Administrator